

TITLE: LIBRARY TECHNICIAN

CODE: 30503

DEFINITION

This is advanced para-professional library work in library operations.

Employees in this class perform a variety of functions, both difficult and routine in nature, necessary to the daily operation of a departmental, or state library agency. Work involves performing duties relative to the cataloging, shelving, distribution, and selection of books, magazines, newspapers, and other publications, and for assisting professional librarians on more difficult functions. As a departmental librarian, work involves directing a library where there is limited reference work, or assisting in providing specialized services in educational, medical, law, or historical research library. Supervision may be exercised over a small staff engaged in routine library and clerical work. Work is reviewed by a professional superior through general observation of daily operations for compliance with established procedures and practices.

EXAMPLES OF WORK PERFORMED (Any one position may not include all of the duties listed, nor do the examples cover all of the duties which may be performed.)

Schedule and confirms film bookings; provides advisory service and program assistance to individuals preparing film programs.

Performs adaptive cataloging on a computer terminal; corrects and update subject headings; corrects, revises, or assigns correct Dewey class numbers to books.

Examines, interprets, and files requests for library materials received by telephone, teletype, WATTS line, or mail.

Provides reader advisory services to library patrons; assists library users by locating books and periodicals; explains library facilities and services; maintains circulation records; issues overdue notices; prepares reports on library activities.

Reviews catalogues of publications; selects books and periodicals of value to library patrons, and recommends purchases; prepares book requisitions; makes minor repairs or arranges for rebinding.

Performs elementary bibliographic searches under the direct supervision of a professional librarian; prepares bibliographies on subjects not requiring extensive research; assists by locating material on specific subjects.

Directs the shelving of new and returned periodicals and rearranges out-of-order publications.

Prepares books for the bindery; performs a variety of non-professional

duties relative to such activities as the circulation, cataloging, weeding, and replacement of books and periodicals.

Maintains routine public relation functions, such as preparing news releases and editing library publications for print.

Performs related work as assigned.

#### REQUIRED KNOWLEDGES, SKILLS, AND ABILITIES

Working knowledge of standard library methods and procedures.

Working knowledge of accessioning, cataloging, and reference techniques.

Ability to organize and maintain the regular reading and reference services of a library system.

Ability to select and recommend publications of interest to the patrons of the assigned library or library system and to assist patrons in utilizing the library facilities.

Ability to perform incidental typing.

Ability to establish and maintain effective working relationships with associates and patrons of the library.

#### QUALIFICATIONS

Any combination of training and experience equivalent to:

Graduation from a four-year college or university supplemented by **sources** in library science.